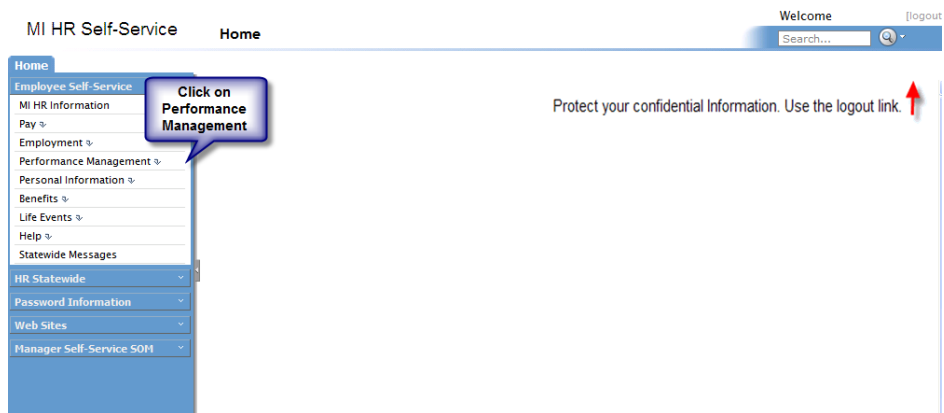


Module #1	Employee Overview of PE
Objective:	<p>This How To provides an overview of the PE system.</p> <p>For specific instructions on performance (evaluation) plans, please go to Module #4.</p>
Pre-Module Requirements: <ul style="list-style-type: none"> Employee has received access to the system. 	
Glossary: <ul style="list-style-type: none"> Performance plans can also be called Evaluation Plans. 	
Steps:	

1. In MI HR Self Service, click on the **Performance Management** bookmark.



2. In the Performance Management bookmark are links to the following:

A. NEOGOV PE login

If you have been provided with an email to access NEOGOV PE, use this link.

B. NEOGOV PE instructions

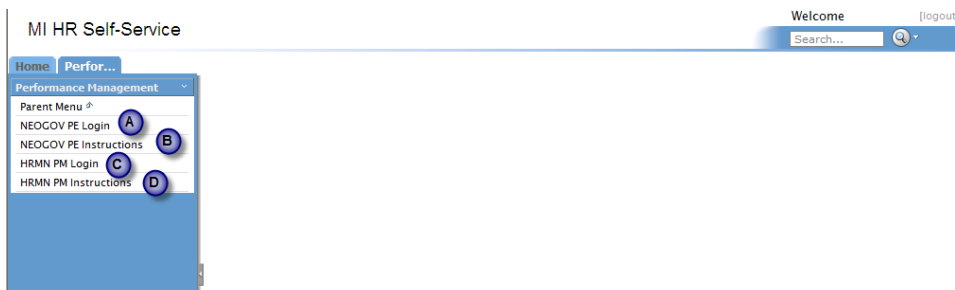
For information on how to use NEOGOV PE including an overview of the system, use this link.

C. HRMN PM login (HRMN Performance Management system)

If you have current plans in the HRMN PM, you will finish your plan there before using NEOGOV PE. Therefore, use this link.

D. HRMN PM instructions

For information on how to use HRMN PM, use this link.

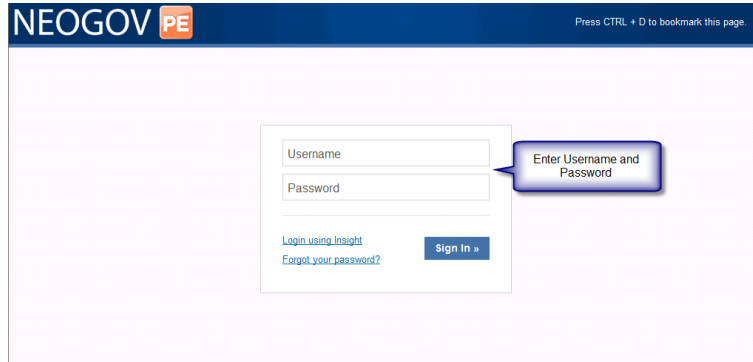


Module #1

3. You should have received an **Activate Your NEOGOV PE User Account** email with a link to create your account **Password** using your email address as your **Username**.

PLEASE NOTE: Current NEOGOV Insight HR Users will use their Insight username and password.

4. Log into the NEOGOV PE site using your **Username** and **Password**. Click on the **Sign In >>** button.



5. Upon login, the first page you will see is your **My Dashboard** screen. The employee dashboard serves as your personal homepage. It contains a section for assigned tasks and icons/links to your performance evaluations.
6. The **My Tasks** section displays a complete list of your current tasks including personal tasks you have created and others related to performance (evaluation) or development plans assigned to you. Tasks are covered in detail in Module #6. The **Related To** column indicates the purpose of the task and provides a direct link to that item.
7. Only current tasks are displayed by default. You can review completed tasks also by clicking the **View All** link, clicking on the **Current** drop down box and selecting **Completed**.
8. Columns can be sorted using the **Sort** symbol within the column header.
9. The **My Evaluations, View All of My Evaluations** link takes you directly to the Employee Details page where you can select and view your performance evaluation(s).
10. Clicking on the title of an evaluation takes you directly to that **Evaluation Details** page.

Module #1

NEOGOV PE Perform

Employees Library

My Tasks [view all](#) 7

1 Total 0 Rating 0 Approve & Sign 1 Sign 0 Approve 0 Other 0 Overdue

hide table

Task 6	For Employee 8	Related To	Due Date
Sign MSHDA Demo 3-29-16 for MCSC EMPLOYEE	MCSC EMPLOYEE	MSHDA Demo 3-29-16	12/31/2016

My Evaluations [view all of my evaluations](#) 9

Demo of Job Aids 10
Due: Sat, Dec 31, 2016
Status: Draft

MSHDA Demo 3-29-16
Due: Sat, Dec 31, 2016
Status: Approval

Job Aids
Due: Thu, Dec 31, 2015
Status: Draft

11. Click on **View All of My Evaluations**.
12. **Employee Details** contains employment information such as position (Civil Service classification), department, and start date.
13. This page also has your Performance Evaluation, Development Plan sections. **Performance (Plan) Evaluations** will include your current performance (evaluation) plan including the name (Job Aids in this example), type of plan (periodic or probation), and date due. **Development Plans** are not required but can be created together with your manager/manager/supervisor to track development of skills for future career growth.
14. To return to your Dashboard, click on **My Dashboard** link in the left-hand column or the **NEOGOV** logo at the top of the screen.

Module #1

The screenshot shows the NEOGOV PE Perform interface. The left sidebar contains a 'My Dashboard' section with links to 'Employee', 'Reports', 'Org Chart', and 'Manager'. A callout bubble labeled '14' points to the 'Employee' link with the text 'Click on Employee'. The main content area is titled 'Employee Details' (12) and displays the following information:

Employee #:	456321	Class Spec:	PE-HUMAN
Email:	peapi+employee@mitraining.com	RESOURCES	
Position:	PE-Human	ANALYST	
	Resources Analyst	Department:	PE-CIVIL SERVICE
Address:		COMMISSION	
Phone:		Division:	
Active:	Yes	Online Access:	Activated
		Start Date:	05/07/2006
		Separation Date:	

Below the Employee Details is the 'Performance Evaluations' section (13), which includes an 'Evaluation List' table:

Evaluation Name	Evaluation Type	Due Date	Status	Completion Date	Description	Arch
Job Aids	Periodic	12/31/2015	Not Started			No

The table has a pagination bar showing '1' of 1 records. Below the table is the 'Development Plans' section (13).

15. Click on **Reports**.

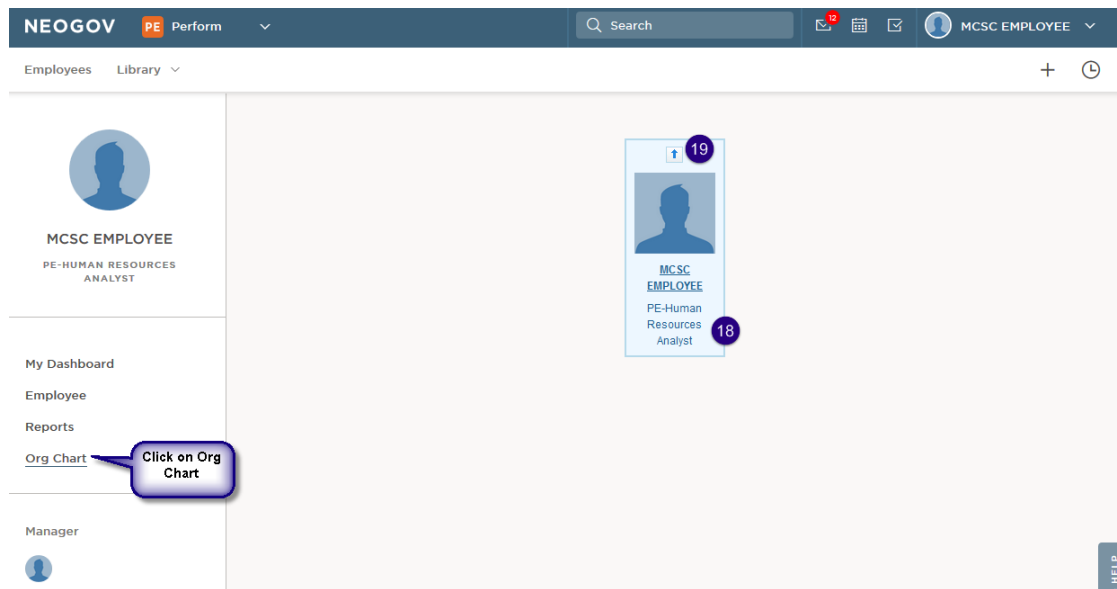
16. **Reports** available to the employee are specific to their performance (evaluation) plan review.

The screenshot shows the NEOGOV PE Perform interface with the 'Reports' section selected. The left sidebar is the same as in the previous screenshot, but a callout bubble labeled '15' points to the 'Reports' link with the text 'Click on Reports'. The main content area is titled 'Reports' and contains the following sections:

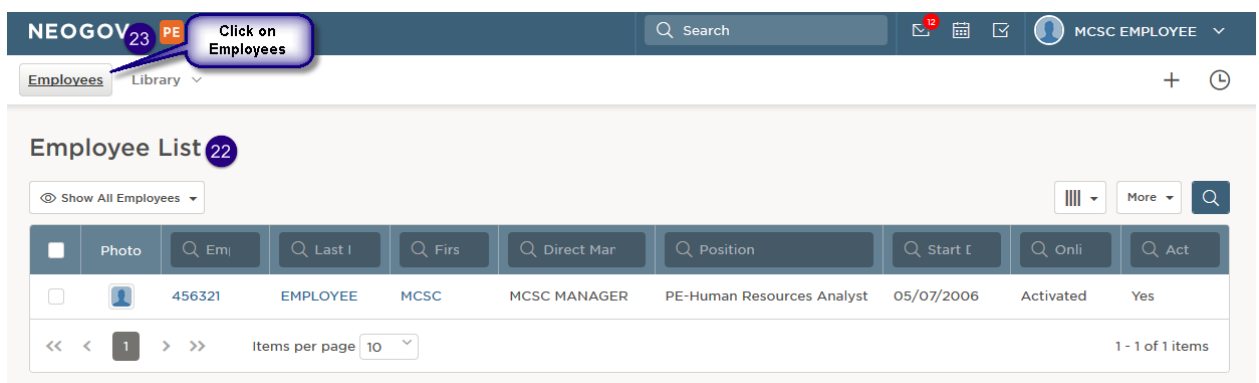
- Performance Comparison:** A large empty box for comparison data.
- Scores by Competency:** A chart showing scores by competency, with a legend for 'Manager Higher' (blue) and 'Manager Lower' (black).
- Record Rating Distribution:** Two charts showing the distribution of record ratings, with a y-axis labeled 'portion %' ranging from 50 to 100.

Module #1

17. Click on **Org Chart**.
18. **Org Chart** will display your organizational placement based on your reporting relationship. Clicking on the up arrow will display your manager/manager/supervisor/direct manager/supervisor.
19. You may be able to click up through higher levels in your organization if additional arrows appear. You will only be able to **Search** on your record. These settings are controlled by security.
20. Click on **My Dashboard** to exit Org Chart.

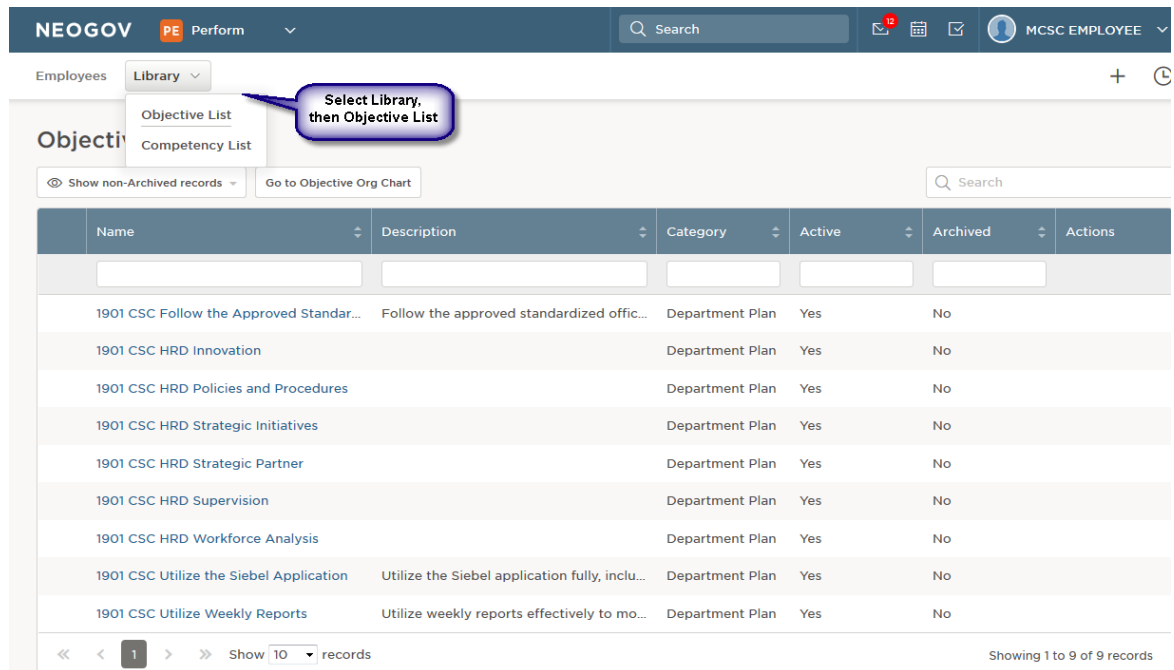


21. Click on **Employees**.
22. The **Employee List** will display your own employee record. To access your employee profile, click the first name, last name, or employee number. This will take you to the Employee Details page as will Step 11 of this module.
23. To return to your Dashboard, click on **My Dashboard**.



Module #1

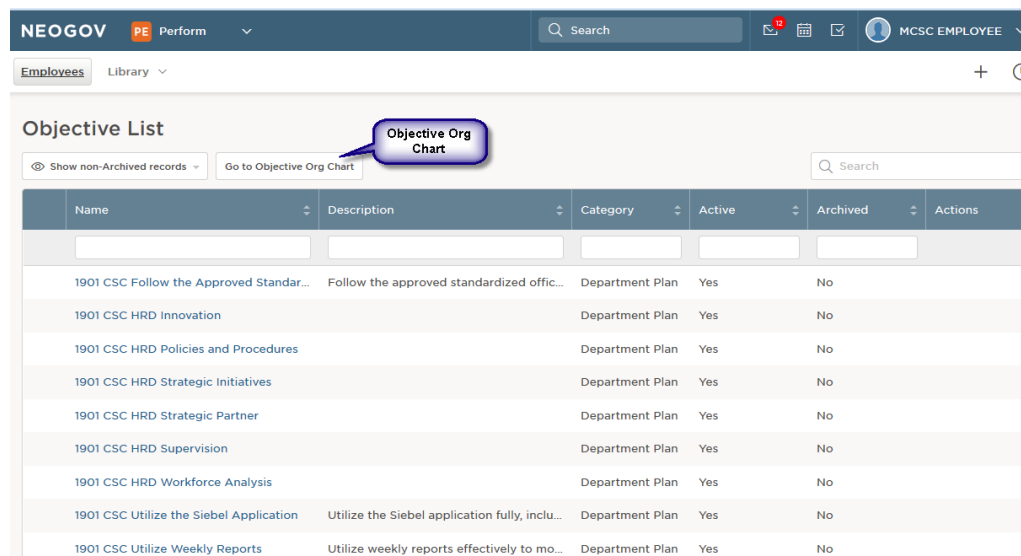
24. Select **Library**, then **Objective List**, from the drop-down menu.
25. Department strategic objectives will appear in the **Objective List** as they are added by departments. Departments can track progress toward completion of these objectives through the alignment functionality. Managers/supervisors may select objectives from the Objective List for inclusion on some employee plans.



The screenshot shows the NEOGOV PE Perform interface. The top navigation bar includes the NEOGOV logo, a 'Perform' dropdown, a search bar, and user information for 'MCSC EMPLOYEE'. The main content area has a sidebar with 'Employees' and 'Library' tabs. The 'Library' tab is selected, and a dropdown menu is open showing 'Objective List' and 'Competency List'. A callout bubble points to 'Objective List' with the text 'Select Library, then Objective List'. Below the dropdown, there are buttons for 'Show non-Archived records' and 'Go to Objective Org Chart', and a search bar. The main table displays a list of objectives with columns: Name, Description, Category, Active, Archived, and Actions. The table shows 9 records, with the first record being '1901 CSC Follow the Approved Standar...'. The footer indicates 'Showing 1 to 9 of 9 records'.

Name	Description	Category	Active	Archived	Actions
1901 CSC Follow the Approved Standar...	Follow the approved standardized offic...	Department Plan	Yes	No	
1901 CSC HRD Innovation		Department Plan	Yes	No	
1901 CSC HRD Policies and Procedures		Department Plan	Yes	No	
1901 CSC HRD Strategic Initiatives		Department Plan	Yes	No	
1901 CSC HRD Strategic Partner		Department Plan	Yes	No	
1901 CSC HRD Supervision		Department Plan	Yes	No	
1901 CSC HRD Workforce Analysis		Department Plan	Yes	No	
1901 CSC Utilize the Siebel Application	Utilize the Siebel application fully, inclu...	Department Plan	Yes	No	
1901 CSC Utilize Weekly Reports	Utilize weekly reports effectively to mo...	Department Plan	Yes	No	

26. Also available is the **Objective Org Chart**. This chart will be created from the objective list for those agencies that will be adding and aligning strategic objectives for their department. The structure will be captured in the Objective Org chart. What you see in this area will depend on how your department chooses to use the objective alignment functionality.



The screenshot shows the NEOGOV PE Perform interface. The top navigation bar includes the NEOGOV logo, a 'Perform' dropdown, a search bar, and user information for 'MCSC EMPLOYEE'. The main content area has a sidebar with 'Employees' and 'Library' tabs. The 'Library' tab is selected, and the 'Objective List' is displayed. A callout bubble points to the 'Objective Org Chart' button with the text 'Objective Org Chart'. Below the button, there are buttons for 'Show non-Archived records' and 'Go to Objective Org Chart', and a search bar. The main table displays a list of objectives with columns: Name, Description, Category, Active, Archived, and Actions. The table shows 9 records, with the first record being '1901 CSC Follow the Approved Standar...'. The footer indicates 'Showing 1 to 9 of 9 records'.

Name	Description	Category	Active	Archived	Actions
1901 CSC Follow the Approved Standar...	Follow the approved standardized offic...	Department Plan	Yes	No	
1901 CSC HRD Innovation		Department Plan	Yes	No	
1901 CSC HRD Policies and Procedures		Department Plan	Yes	No	
1901 CSC HRD Strategic Initiatives		Department Plan	Yes	No	
1901 CSC HRD Strategic Partner		Department Plan	Yes	No	
1901 CSC HRD Supervision		Department Plan	Yes	No	
1901 CSC HRD Workforce Analysis		Department Plan	Yes	No	
1901 CSC Utilize the Siebel Application	Utilize the Siebel application fully, inclu...	Department Plan	Yes	No	
1901 CSC Utilize Weekly Reports	Utilize weekly reports effectively to mo...	Department Plan	Yes	No	

Module #1

27. Select **Library** and then **Competency List** from the drop-down.

28. The **Competency List** will display all of the State of Michigan competencies available for performance (evaluation) plans. Clicking on the name of any Competency will reveal the description, which is also available on this screen.

NEOGOV PE Perform

Search

MCSC EMPLOYEE

Employees Library

Select Library and then Competency List

Objective List

Competency List

Show non-Archived records

Go to Global Competencies

Search

Name	Description	Category	Active	Archived
Action Orientation (Judicial Prof)	Initiating action with a drive to achieve ...	Judicial Professional	Yes	No
Adaptability (100)	Maintaining effectiveness when experie...	Group 1 Competencies	Yes	No
Adaptability (200)	Maintaining effectiveness when experie...	Group 2 Competencies	Yes	No
Adaptability (310)	Maintaining effectiveness when experie...	Group 3 Manager Competencies	Yes	No
Adaptability (320)	Maintaining effectiveness when experie...	Group 3 Supervisor Competencies	Yes	No
Adaptability (400)	Maintaining effectiveness when experie...	Group 4 SES	Yes	No
Adaptability (Judicial Admin)	Maintaining effectiveness when experie...	Judicial Admin	Yes	No
Adaptability (Judicial Leader)	Maintaining effectiveness when experie...	Judicial Leader	Yes	No
Adaptability (Judicial Prof)	Maintaining effectiveness when experie...	Judicial Professional	Yes	No
Aligning Performance For Success (310)	Focusing and guiding others in accom...	Group 3 Manager Competencies	Yes	No

« < 1 2 3 4 5 > » Show 10 records Showing 1 to 10 of 140 records

NEOGOV

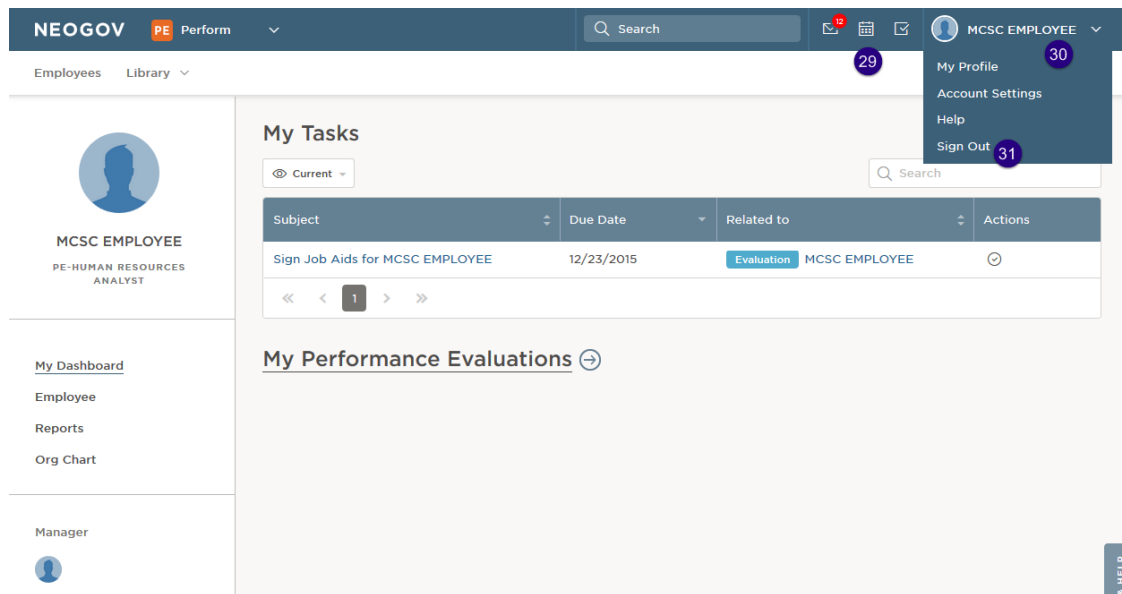
https://performance.neogov.com/Competency

COPYRIGHT © 2010 - 2015

FEEDBACK & HELP

Module #1

29. Also available along the upper-right of your screen are links to your **Messages**, **Calendar**, and **Task Listing**.
30. Further, if you hover over your **Name** a profile menu will display. This menu provides quick access to your employee profile (**My Profile**), the PE Help Center (**Help**), **Account Settings**, or **Sign-Out**.
31. To exit NEOGOV PE, click on **Sign Out**.

**Additional Resources:**

NEOGOV PE Tutorial

Help & Training available in PE in the drop-down under your name (top right corner)

PE Glossary

PE FAQs

For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov

For questions on performance management plans, contact your HR Office